

## ACTIVE LIVING CENTER SUPERVISOR – 7023

### **General Definition of Work:**

Performs intermediate technical work supervising the senior center. Work is performed under the general supervision of the Active Living Program Coordinator.

### **Essential Functions/Typical Tasks:**

**Coordinating and supervising activities at the senior center; scheduling activities; maintaining records and files; preparing reports.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Supervises participants utilizing senior center and facilities; enforces center policies; maintains order; plans, directs and supervises center programs.
- Schedules center users for special events and programs.
- Prepares centers for workshops, classes and special events.
- Responds to inquiries and assists senior center visitors.
- Inspects equipment for condition and safety.
- Issues center equipment and maintains proper inventories; monitors equipment use at the center.
- Implements special events and/or assists Program Coordinator in such work.
- Collects and receipts fees collected.
- Provides basic custodial services.
- Opens and secures senior center before and after events and activities.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

General knowledge of the operation of the senior center; general knowledge of the principles and practices of recreation planning, programming and operations; ability to maintain order in a public facility; ability to establish and maintain effective working relationships with participants, associates and the general public; ability to plan and supervise the work of others.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school and some experience in organized senior citizen programs and/or facility management.

### **Physical Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, extreme heat, noise, and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **Special Requirements:**

None.

HR revised 3/5/2014